



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

Pat Chockley, Buyer
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Roanoke, VA 24018
(540) 772-2061 ext. 307
(540) 772-2074 (FAX)

INVITATION TO PROPOSE

RFP CP #0481

For

Photo Identification System with Integrated Access Control

One (1) original and four (4) complete copies of sealed proposal due

April 28, 2004

3:00 P.M.

Local Prevailing Time

RFP CP #0481
Photo Identification System with Integrated Access Control
April 13, 2004

SCOPE OF WORK

The County of Roanoke, on behalf of, the Roanoke County Fire and Rescue Department is soliciting sealed proposals from qualified vendors to purchase a photo identification system for career and volunteer personnel. The photo identification system should be fully integrated with an access control system utilizing a proximity ID photo badge for all doors leading into a Public Safety Building (Fire/Rescue Station). Initial purchase will be for two (2) Public Safety Buildings with a total of eight (8) entry points (four for each building). Additional Public Safety Buildings will be included over the next three (3) years for a total of 11 buildings. It is the intent of Roanoke County to establish an annually renewable contract. The project will include all equipment, materials, and labor for installation of the system. The attached scope of work is submitted for your review and consideration.

SUBMISSION OF THE PROPOSAL

One (1) original and four (4) complete copies of the sealed proposal will be accepted at and until **3:00 pm (local prevailing time)** on **April 28, 2004**, at the Department of Finance, Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. As this is a sealed formal Request for Proposal, faxed proposals will **NOT** be accepted. Proposals not received by the date and time listed above will be returned to the Offeror unopened. The proposal package must be clearly marked with **"CP #0481 Photo Identification System with Integrated Access Control"**.

It is not the intent of the specifications to be proprietary, nor to exclude any manufacturer or dealer. Deviations will be given considerations if they are considered to be suitable and acceptable for comparison. Any deviations must be submitted, in writing, with our proposal. Deviations discovered after the proposal award or material receipt, not stated in your proposal, shall be grounds for disqualification and nullification of order. It is the responsibility of the offeror to prove that the deviation is equal to the product/service specified.

Proposals should be complete. Any inquiries regarding this proposal shall be in writing and sent to Pat Chockley at either fax (540) 561-2829 or emailed to pchockley@roanokecountyva.gov, or mailed to the above address. Questions received within seven(7) days of the proposal closing date will be attempted to be answered, but will not be reason to delay the closing time of the proposals. All inquiries will be responded to via fax or email to all known vendors.

Individuals with disabilities, who require assistance or special arrangements in order to participate in bidding, please contact us. We require that you provide at least 48 hours notice so that reasonable efforts may be made to provide the proper assistance. You may be requested to specify the nature of any accommodation of assistance, which may be required for your participation.

Roanoke County solicits participation from minority-owned businesses.

Roanoke County shall provide the mechanism for the evaluation of all information received. Roanoke County reserves the right to make the final determination of responsible offerors and to waive informalities and/or irregularities and to accept or reject any or all offers. The County retains the right to award to one or to more than one offeror as in the best interest of the County.

Proposals shall be as thorough and detailed as possible so that the County may properly evaluate the capabilities of the offeror to provide the required services.

SPECIFICATIONS

A. Computer Software:

1. All software must be able to run on County of Roanoke's computer network system.
2. All software must be able to run under *Windows 2000* and *Windows XP*.
3. No dedicated personal computer should be required and the administrator should have the ability to access the software from multiple locations (remote multiple site management).
4. Optional database Import and Export Function.
5. Software equipped with auto-configuration for initial set-up.
6. The ability to utilize a stand-alone digital camera connected through a USB Port.

B. ID System:

1. Produce high quality ID cards on PVC plastic, not laminated.
2. Roanoke County Fire and Rescue Department should be able to design a custom ID card with a number of features added into the ID card.
 - a) PVC ID card with proximity access incorporated in it.
 - b) PVC ID card that is photo image able.
 - c) PVC ID card that will accept bar coding.
 - d) PVC ID card that will have a magnetic strip for information storage and can be accessed through magnetic readers.
 - e) PVC ID card that can be dual printed on if needed.
 - f) PVC ID card that can be customized with additional fields added as needed.
 - g) PVC ID card that will accept a hologram designed by Roanoke County Fire and Rescue Department.
 - h) PVC ID card that can be color-coded for different levels of security.
 - i) PVC ID card that is very thin not to exceed 1.5mm.
3. Initial purchase of 300 PVC ID Cards.
4. A color printer that can print at least one ID card per minute.
5. A color printer specially designed for the requested ID System.
6. A color printer that is designed to be transportable to be used at multiple sites through the computer network.
7. A color printer that requires minimal service with parts and materials readily available.

C. Digital Camera:

1. Digital web camera that can be transportable connected through a USB Port.

D. Access Control:

1. Proximity Reader for each entry door excluding vehicle bay doors.
 - a) Lifetime warranty on all readers
 - b) Standard reader range 4 inches
 - c) Piezo Alert Confirmation
 - d) LED for confirmed read
 - e) Option – Vandal and flame proof reader
 - f) Option – Extended reader range (Up to 12 inches)
2. Locks and all required hardware.
3. Labor to install all hardware.
4. Minimal 3-4 entry points.
5. Alarm mode for entry points left open.
6. Recording system for all entry points to track usage (time and date).
7. Multiple System Operators at multiple sites.
8. The ability to up-grade to newer technology while maintaining current system.

E. Additional Requirements:

1. The vendor must be able to provide 24 hour on-site to the system during the warranty period.
2. The vendor must be able to provide three (3) other clients/references that currently utilize the system that is proposed (preferably other governmental agencies). Provide company name, contact person, and phone number.
3. Option – an extended warranty option and service agreement.

PRICING

- A. Provide all pricing on vendor generated “Pricing Form”.

WARRANTY

- A. Provide warranty information for the equipment and system.

EVALUATION OF THE PROPOSAL:

Roanoke County shall provide the mechanism for the evaluation of all information received. The final determination of responsible offerors and reserves the right to waive informalities and irregularities and to accept or reject any or all proposals. Roanoke County reserves the right to

procure from State Contracts when it is determined that these contracts are in the best interest of the County. Roanoke County retains the right to split items to multiple suppliers.

EVALUATION CRITERIA:

- A. Ability, capacity and skill of the offeror to perform the contract or provide the service required.
- B. Capability of offeror to perform the service promptly or within the time specified, without delay or interference.
- C. Understanding of the scope of work.
- D. Degree the offeror's proposal meets the specifications.
- E. Experience with similar projects.
- F. Quality of performance of previous contracts or services.
- G. Pricing.

SELECTION PROCESS/AWARD OF CONTRACT:

The selection process will be in accordance with Section 2.2-4301 of the Code of Virginia. The County shall engage in individual discussions with offerors deemed most fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. These discussions may encompass nonbinding estimates of costs. Once the interview/discussions are completed, negotiations may then be conducted with two or more Offerors ranked highest. Once a satisfactory contract is negotiated and accepted, then the award will be made.

If Purchasing determines that only one offeror is fully qualified or that one offeror is more highly qualified and suitable than the others, a contract may be negotiated and awarded to that offeror.

Until an award is made, the names of the offerors and the prices quoted are confidential. Once an award is made, the information becomes a public record with the exception of proprietary information which has been listed as such in the proposal.

PROPOSAL INFORMATION:

Any expenses for proposal development are entirely the responsibility of the vendor and will not be reimbursed in any manner. As this is a request for proposal, no information regarding the identity of the offerors or the contents will be released until after the negotiation process. Once an award has been made, all proposals will become public information. If your proposal contains proprietary information, please make note of such on separate cover with a brief explanation. (See form attached).

Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Proposals should be as thorough and detailed as possible so Roanoke County may properly evaluate the offeror's capabilities to provide the requested product and/or service.

All proposals must be made on the basis of and either meet or exceed the requirements contained herein. Emphasis should be on completeness and clarity. Only responsive and responsible proposals will be considered. Proposals that do not meet or that change the requirements in this proposal may be rejected as being non-responsive.

An offeror by making a proposal represents that:

- (a) Offeror has read and understands the Request for Proposal, and his proposal is made in accordance therewith;
- (b) Offeror is familiar with the scope of the project requirements;
- (c) Offeror's proposal is based upon the services described in the RFP;
- (d) Offeror has satisfied himself from his own investigation of the conditions to be met that he fully understands his obligation and that he will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

An offeror must promptly notify the Roanoke County Purchasing Office of any ambiguity, inconsistency, or error, which he may discover upon examination of the RFP. An offeror requiring clarification or interpretation of this RFP should contact the Buyer listed in this proposal.

Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections or changes of this RFP made in any other manner will not be binding. Offerors must not rely upon such interpretations, corrections, or changes. Roanoke County Purchasing Office will issue addenda. Addenda will be faxed, emailed, or mailed to all who are known to have received an RFP. It is very important to complete the "Attention Form" if you download the RFP from our Internet website so that we know you have the document; otherwise you may miss addenda that are being sent out.

The complete proposal response to the RFP must include:

- a) Completely filled out proposal forms signed by an authorized representative of the company.
- b) The legal name of the offeror and a statement as to whether the offeror is a sole proprietor, a partnership, or any other legal entity. The person(s) legally authorized to bind the offeror to a contract must sign the proposal. The offeror must include a statement that his firm is authorized to do business in the Commonwealth of Virginia.

GENERAL TERMS AND CONDITIONS

Acceptance or Rejection of Proposals

The County of Roanoke reserves the right to accept or reject any or all offers.

Compliance with Laws

The offeror is responsible for compliance with all Local, State and/or Federal laws and regulations. The County of Roanoke shall be held harmless from any liability.

Ruling Law

This request for proposals and any contract executed pursuant hereto of which this request for proposal shall be an internal part shall be governed, controlled and interpreted in accordance with the law of the Commonwealth of Virginia.

Nondiscrimination Provision

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

Drug-free Workplace

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Contract

Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal, together with the offeror's response, which consists of this document, the Price Schedule and other related documents attached hereto or submitted with this Request for Proposal.

Cancellation of Contract

Roanoke County reserves the right to cancel and terminate any resulting contract, with a 30-day written notice to the contractor. Any contract cancellation notice will not relieve the contractor of the obligation to deliver and/or perform on all services prior to the effective date of cancellation. Cancellation of the contract would become effective the thirty-first day after notification.

Data for cancellation of the contract will be gathered by Roanoke County. The opinion of Roanoke County as to lack of performance will be final and without appeal.

Proprietary Information

Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the

protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

Antitrust

By entering into a contract, the offeror conveys, sells, assigns, and transfers to Roanoke County all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Roanoke County under said contract.

Assignment of Contract

A contract shall not be assignable by the contractor in whole or in part without the written consent of Roanoke County of Roanoke.

Debarment

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding or proposals on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

Qualifications of Prospective Offeror

The County of Roanoke may make such reasonable investigations, as are deemed proper and necessary to determine the ability of the firm proposing to perform the work. The County reserves the right to reject any proposal if the evidence submitted by the firm, or investigations of the firm, fail to satisfy the County/City that such firm is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Anti-Discrimination

By submitting their proposals, the Offeror certifies to the County/City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act.

Immigration Reform and Control Act of 1986

By submitting their proposals, the Offeror certifies that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

Ethics in Public Contracting

By submitting their proposals, the Offeror certifies that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

Proprietary Information:

Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the offeror must invoke the protections of 2.2-4342 of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

NOTICE OF PROPRIETARY INFORMATION

RFP CP #0481

Photo Identification System with Integrated Access Control for Public Safety Buildings

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page Number	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A – This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. "See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B – This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C – This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C. F. R 309.5(c) (4).

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SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP CP #0481.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County of Roanoke:

I hereby certify that I am authorized to sign as a Representative of the Firm:

Name of Firm _____

Address _____

Fed ID No. _____

Email Address _____

Signature _____

Name (type/print) _____

Title _____

Telephone _____

Fax _____

To receive consideration for award, this signature sheet must be returned to the Purchasing Office, as it shall be a part of your response.